

## APPENDIX P

### **SAMPLE PROJECT IMPLEMENTATION SCHEDULE**

**(Name of Locality and Assisted Business)**

#### PROJECT START-UP

Submit Complete Application	<u>(Month Year)</u>
Establish Project Files	<u>(Month Year)</u>
Prepare Management Plans/Program Income	<u>(Month Year)</u>
Prepare Environmental Review Record	<u>(Month Year)</u>
Finalize Contract with MDOC	<u>(Month Year)</u>

#### PROJECT IMPLEMENTATION

Negotiate Loan Agreement	<u>(Month Year)</u>
Submit Draft Loan Agreement to MDOC	<u>(Month Year)</u>
Final Loan Agreement after MDOC approval	<u>(Month Year)</u>
Document 51% LMI Benefit for Retained Jobs	<u>(Month Year)</u>
MDOC Release of Funds	<u>(Month Year)</u>
Submit First Drawdown	<u>(Month Year)</u>
Reports to MDOC	Quarterly
Obtain & Submit Financial Statements to MDOC	Quarterly

#### PROJECT CLOSE-OUT

Project Audited as Part of Organization-wide	
Audit of the Local Government	<u>(Month Year)</u>
Submit Audit to CDBG Program Officer	<u>(Month Year)</u>
Conditional Close-out	<u>(Month Year)</u>
Submit Audit Report to MDOC	<u>(Month Year)</u>
Final Close-out	<u>(Month Year)</u>